



# 2024 Grant Preliminary Application

Must be postmarked by November 8, 2023

See the separate Guidelines & Instructions Document on [our website](#) for important information about completing this application. Save and print this PDF document and then complete the form. Please email us with any questions.

Website: [www.womensgiftalliance.org](http://www.womensgiftalliance.org)

Email: [grants@womensgiftalliance.org](mailto:grants@womensgiftalliance.org)

## Submission Checklist

<b>Organization Name</b>	
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### Submission Requirements

Please use WGA forms and formats for the current year.  
Print single sided only, no letterhead.  
No staples, file folders or plastic sleeves.  
Paper clips are acceptable.

### Assemble and Submit Application Packet (in this order)

- \_\_\_ 1. Submission Checklist (1-page limit)
- \_\_\_ 2. Organization Information (1-page limit)
- \_\_\_ 3. Grant Project Information with Original Signatures (1-page limit)
- \_\_\_ 4. Grant Questionnaire (2-page limit)
- \_\_\_ 5. Detailed project budget (for the project outlined in this proposal)  
Important: If project amount exceeds WGA grant award, clearly indicate the items that will use WGA funding
- \_\_\_ 6. IRS Determination Letter to confirm 501(c)3 status
- \_\_\_ 7. Current fiscal year Detailed Operating Budget
- \_\_\_ 8. Current fiscal year Detailed Income & Expense (Profit & Loss) Statement through September 30
- \_\_\_ 9. Balance Sheets and Income (Profit & Loss) Statements for the prior 2 fiscal years

Please email us with questions concerning this Preliminary Application ([grants@womensgiftalliance.org](mailto:grants@womensgiftalliance.org)).

US Postal Service Delivery Confirmation Receipt suggested for mailing.

We will send an email acknowledgement upon receipt of the application.

Mail to: Women’s Gift Alliance, P. O. Box 98, Hayden, Idaho 83835

<b>WGA USE</b>	Date Received _____
	Date Postmarked _____
	Conf. Email Sent _____

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## 2024 WGA Grant Preliminary Application

### Organization Information (limit to 1 page)

<b>Organization Name</b>	
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<b>Physical Address</b>				
	<i>Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
<b>Mailing Address</b>				
	<i>Mailing Address (if different)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

<b>Phone</b>		<b>Website</b>	
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<b>Grant Contact Name</b>		<b>Grant Contact Title</b>	
<b>Grant Contact Phone</b>		<b>Grant Contact Email</b>	

<b>Mission Statement or description of organization</b> (limit of 3 lines)

<b>Kootenai County Population Targeted by Your Organization</b>	
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<b>2024 Organization Operating Budget</b>					
<b>Income</b>	\$		<b>Expense</b>	\$	
				<b>Net Income/(Loss)</b>	\$

<b>Is the organization name the same as it appears on the IRS Determination Letter?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, please explain	
<b>Effective Date of 501(c)3 status as found on the Determination Letter.</b>				

<b>How did you hear about us?</b>	
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### Grant Project Information (limit to 1 page)

<b>Project Name or Title</b>	
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<b>Project Start Date</b>		<b>Project End Date</b>		<b><u>Please note</u></b> Project start date must be on or after July 1, 2024 and conclude by June 30, 2026. Funds are available after July 1, 2024. Project must begin within 6 months of the grant award.
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<b>Is this a New Project?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>Is this a Next Step Project?</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>	<b>If Next Step, please explain</b>	
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<b>Brief Project Summary (2-3 sentences)</b>

<b>Total Project Cost</b>	\$		<b>WGA Funding Request Amount</b>	Current Estimate: \$25,000
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<b>Number of Kootenai County People Served by this Project</b>	
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<b>Project General Area of Service (Check one)</b>	<input type="checkbox"/> Cultural/Arts <input type="checkbox"/> Health <input type="checkbox"/> Education <input type="checkbox"/> Social Services <input type="checkbox"/> Environment	<input type="checkbox"/> Other, explain	
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### Signatures

<b>Executive Director or CEO</b>			
	<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>
<b>Board Chair or President</b>			
	<i>Printed Name</i>	<i>Signature</i>	<i>Date</i>

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## Grant Questionnaire (limit to 2 pages)

To complete this section, use the Guidelines & Instructions Document on our website for suggested content to address in each of the 7 categories. When you type your responses, strictly adhere to the following guidelines: typed on blank paper, no less than 10-point type, using 1 ½ line spacing with 1” margins, only two single-sided pages, no organizational letterhead.

<b>1) Organization</b>
<b>2) Target Population &amp; Community Need</b>
<b>3) Brief Project Description</b>
<b>4) Short-Term Outcomes &amp; Impact</b>
<b>5) Evaluation</b>
<b>6) Financial Information and Sustainability</b>
<b>7) WGA Criteria</b>

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